**DFM Roster Template- Updated 8.1.13**

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| **AM FPC**  8:00 Provider Approved  8:20 Office Visit  8:40 Office Visit  9:00 Provider Approved  9:20 New OB  9:40 Office Visit  10:00 ER/HOSP  10:20 Office Visit  10:40 Office Visit  11:00 Provider Approved | **PM FPC**  1:00 Provider Approved  1:20 Office Visit  1:40 Office Visit  2pm Provider Approved  2:20 New OB  2:40 Office Visit  3pm ER/HOSP  3:20 Office Visit  3:40 Office Visit  4:00pm Provider Approved | **Eve FPC** 5:20 Office Visit  5:40 Office Visit  6pm Provider Approved  6:20 New OB  6:40 Office Visit  7pm ER/HOSP  7:20 Office Visit  7:40 Office Visit  8:00pm Provider Approved |

**Definitions**:

1. “Office Visit” Can be accessed by patient (i.e. appt. unit), LVN, MA, RN, HIM clerk, care coordinator (i.e. clinic staff), hospital clerk (i.e. discharge appointment) up to 2 weeks out for patients of that PCP.
   1. Converts to Short Notice slot for ANY patient if not filled at 7 AM same day.
2. “Provider approved” Upon specific approval of provider only, Appt Unit, LVN, MA, RN, HIM clerk, care coordinator (i.e. clinic staff) can make appointment up to 2 weeks out for patients of that PCP, up to 2 weeks out.
   1. Converts to “Office Visit” for PCP patients only at 48 hours.
   2. Converts to Short Notice slot for ANY patient if not filled at 7 AM same day.
3. “ER/Hosp” This is an ER/Hosp follow-up slot for **ONLY the PCP’s patients**. These appointments will open up to the ER and hospital to book up to 5 days in advance of the appointment date. For hospital discharge patients only (not ER follow-up), if no slot for PCP available, then OK to use ER/Hosp slot of team member, open panel provider, then any provider (scheduling in that order).
   1. Converts to “Office Visit” for PCP patients only at 48 hours
   2. Converts to Short Notice slot for ANY patient if not filled at 7 AM same day.
4. “New OB” One slot per clinic is reserved for New OB appointment. Healthy start has access two weeks prior to appointment date.
   1. Converts to “Office Visit” for PCP patients at 72 hours
   2. Converts to Short Notice slot for ANY patient if not filled at 7 AM same day.

Other notes:

* **Well child** appointments for children < 18 months can be scheduled up to 3 months out into “Office Visit” slots for patients of that PCP, or into “Provider approved” with approval of that provider.
* **Maximum of one new** OB patient to be scheduled per clinic, except with approval of provider.
* **Prenatal and postpartum patients** can be scheduled up to 35 days in advance into Routine slots/office visit. Prenatal and postpartum patients can also be scheduled into Routine slots of other providers besides their PCP. Can also use “Provider approved” with approval of that provider.- we have been seeing postpartum patients scheduled into provider approved slots. Office visit slots should be used since they will be available for these visits booked more than 2 weeks in advance. If pt needs appt sooner than 2 weeks then they would be scheduled according to ER/Hospital D/C appt type.
* **For extended leave**: If you take an extended leave, your patients will be able to access any provider’s clinic at your home site.
* **Preoperative H & P’s** To be scheduled into “Office Visit” slot unless URGENT, in which case a “Provider approved” slot can be used without contacting provider. *Note: this should be rare and used for PCP patients only. If no PCP PA slots available then use another provider’s office visit or PA appt and send the provider a courtesy message in epic, this should be a rarity. There are roughly 5-6 urgent H&Ps per week in our system.*